



# Broomfield and Kingswood Parish Council

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## Minutes of the Meeting of the Parish Council

Minutes of a meeting of the Parish Council held at  
the Village Hall, Kingswood on Monday 4 February 2019

**Present:** Cllr Gareth Davies (Chair); Cllr Tom Hoy; Cllr Peter Page; Cllr Mike Darling  
Cllr Steve Lakin; Cllr Paul Milton, Cllr Janet Tandy (7)

Pam Bower – Parish Clerk  
Gail Gosden - RFO

There was one member of the public present.

There were no declarations of intent to record the meeting by Councillors or members of the public.

Cllr Davies opened the meeting at 19:00

Min No	Item	Action
276	<b>To receive and approve apologies for absence</b> Cllr Tina Clark - Illness	
277 277.1 277.2 277.3	<b>Councillors Declarations of interest in items on the agenda</b> Lobbying – None Personal Interest - None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
278 278.1	<b>Planning Applications</b> The following Planning Application to be considered and resolved: Application: 19/500155/FULL Proposal: Demolition of existing Conservatory. Erection of two storey side extension and front porch. <b>Location: 13 Tall Trees Close, Kingswood, Kent ME17 3PT</b> <b>APPROVED</b>  Councillors approved this application and do not wish it to go to Planning Committee.	
279 279.1 279.2	<b>Planning Outcomes (for report only)</b>  Application No: 18/505996, Maureen, Chartway Street, East Sutton, Maidstone – Demolition of existing garage and erection of new garage Application Permitted: 11.01.19  Application No: 18/506072, Leeds Castle, Ashford Road – creation of an adventure Golf Course with associated works Application Permitted: 22.01.19  <b>Signed</b> _____	

279.3	<p>Application: 18/506491/FULL  Proposal: Erection of a detached dwelling  <b>Location: 3 Kingsbroom Court, Kingswood, Maidstone, ME17 3ST</b></p> <p>Councillors were advised that the planning notice has not be put up near the property yet.</p>	
279.4	Ridge Golf Course – a call centre has been put into the top floor of the building. Clerk to check if planning consent was given. In addition, the new car park lights are blinding for drivers driving along Chartway Street.	<b>Clerk</b>
<b>280</b>	<b>Staffing Matters</b> To consider and resolve the following:	
280.1	Credit Card for Clerk – following discussion, it was resolved that the Clerk and the RFO would both have credit card facilities. RFO to arrange.	<b>RFO</b>
280.2	Procedures for covering sickness – Clerk to check how other Parish Councils manage sickness	<b>Clerk</b>
280.3	National Salary Scales and uplift re cost of living – following discussion Councillors resolved that a pay review would still take place in September/October as usual and that consideration would be given to changing this then.	<b>Clerk</b>
280.4	Staff roles and responsibilities – Following discussion Councillors resolved that this should be an agenda item once the new RFO is in post.	<b>Clerk</b>
280.5	Staff training – Following discussion Councillors resolved that training should be an agenda item once the RFO is in post. In the meantime, the Clerk to check when the CiLCA training will start.	<b>Clerk</b>
280.6	The RFO advised that her recommendation would to be reconsider having a Staff Committee as it is considered best practice to have one. This to be an agenda item at the next Parish Council meeting.	<b>Clerk</b>
<b>281</b>	<b>Parish Council Efficiency and Planning</b>	
281.1	To receive a presentation from Cllr Lakin – Cllr Lakin shared his thoughts on the Council moving forward. Following discussion Councillors resolved to hold a 'brain-storming' session in September 2019 in order to plan for the following year.	<b>Clerk</b>
<b>282</b>	<b>Rural Kent Coffee and Information Project</b>	
282.1	To resolve If the Parish Council would like to put forward dates for the Coffee Caravan to visit Kingswood in 2019 – Cllrs resolved that this event should take place in 2019. Councillors Darling and Davies and the Parish Clerk advised that they would be happy to drive residents to and from the event if needed. Clerk to advise ARCK's Rural Community Development Officer accordingly.	<b>Clerk</b>
<b>283</b>	<b>Speeding in the village</b>	
283.1	Councillors to receive an update on speeding in the village and to resolve actions moving forwards – Councillors were advised that the PCSO is keen to work with the Council on the issue of speeding and has agreed to arrange for a Police presence on the Lenham Road one evening. Clerk to liaise with PSCO.	<b>Clerk</b>
<b>284</b>	<b>Parish Council Action Plan</b>	
284.1	To further consider and adopt a Parish Council Action Plan for 2019 – Councillors considered the draft action plan and resolved to adopt it. As the Chair was not	
<b>Signed _____</b>		

	present at the meeting, the document will be formally signed by the Chair at the next Parish Council meeting.	<b>Clerk</b>
<b>285</b> 285.1	<b>Parish Council Risk Assessment</b> To reconsider and adopt the draft Parish Council Risk Assessment – Councillors discussed the document and asked that a few changes be made. The document to come back to the next Parish Council meeting for sign off.	<b>Clerk</b>
<b>286</b> 286.1	<b>Brexit Partnership Pack</b> To consider the Brexit partnership pack and resolve any action moving forward – this item was moved to the end of the meeting agenda as the document to be considered was officially sensitive.	
<b>287</b> 287.1  287.2	<b>Personal Accident Insurance</b> To resolve not to pursue sickness cover – Councillors resolved not to pursue sickness cover  To resolve not to pursue long term arrangements when the personal accident insurance is due for renewal on 1 June 2019 – Councillors resolved not to pursue long term arrangements when the personal accident insurance is due for renewal on 1 June 2019	
<b>288</b> 288.1  288.2  288.3  288.4  288.5  288.6  288.7	<b>Any other information</b> Big Conversation Consultation Drop in Event, 9 February – Councillors were reminded that this event is taking place and were asked to prioritise it. Cllrs Davies and Tandy advised that they were unfortunately unable to attend. Clerk to ascertain who will pay for the hire of the village hall. This to be an agenda item at the next Parish Council meeting  Parish Council Liaison Group meetings v All Parish Liaison Meetings – Councillors were advised that the Clerk had asked Mick Westwood, Clerk at Staplehurst who Chairs the PC Liaison Group, whether both meetings would continue, Mick felt that it would be good to see how the All Parish Liaison Meetings go and then test the appetite for another meeting. Following discussion Councillors agreed with this view. Clerk to advise Mick Westwood accordingly.  Kingswood Beavers – Councillors were advised that the ‘open day’ on 15 January had proved a great success. Cheryl Davies and Claire Jones have now put their names forward to become Beaver Scout Leaders. There was a very successful first group on January 29 <sup>th</sup> with 17 children attending and it is hoped to be able to continue with the Beavers as all the children loved it.  Sports Field Improvements – these will start on 4 March although work has already begun on the fencing <del>and the new gate</del> into the play area. Cllr Davies advised that the new fence has been put in place back to front. RFO to investigate  Signage for Play Area – Councillors were asked to consider this and forward any amendments/suggestions to the RFO. RFO to email the document to Councillors.  Single Track Sign – the order for this has been cancelled by KCC and a meeting is taking place with Jenny Watson from KCC on Tuesday 12 February to progress this.  Curry & Soul – Councillors were advised that the Friends of Leeds and Broomfield Churches are holding a Curry & Soul night at Leeds Village Hall on 27 April, 19:00 – 22:30.  <b>Signed</b> _____	<b>Clerk</b>       <b>Clerk</b>     <b>Amend RFO</b>  <b>Cllrs/RFO</b>

*PCSO Shivon De Rose joined the meeting at 20:25*

288.8	<p>PCSO Update:</p> <ul style="list-style-type: none"> <li>Elastic Bands across the road – the PCSO reported that she has picked this up and will be investigating further.</li> <li>Burglaries are taking place in surrounding areas particularly in relation to sheds.</li> <li>Neighbourhood Watch – the PCSO requested that the Parish Council actively encourage someone to be the Neighbourhood Watch Co-ordinator, perhaps via the Parish News. The PCSO was asked to advise the Clerk who the Neighbourhood Watch contact is at Police Headquarters</li> <li>CCTV – the Clerk advised that a meeting will be taking place at the Sports Field to resolve any issues</li> <li>Joint Councillor and PCSO surgeries – following discussion it was agreed that these should take place at the monthly coffee morning. The Clerk to liaise with Beryl Andrews and the PCSO</li> </ul>	<p><b>Clerk</b></p> <p><b>PCSO</b></p> <p><b>Clerk</b></p>
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*The meeting was closed at 20:35 to consider the officially sensitive item*

<p><b>286</b></p> <p>286.1</p>	<p><b>Brexit Partnership Pack</b></p> <p>To consider the Brexit partnership pack and resolve any action moving forward – The meeting was closed at this point to enable Councillors to consider an officially sensitive document. Following discussion, it was agreed that no immediate action was required by the Council.</p>	
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*The meeting reopened at 20:44*

289	<p><b>Items for next agenda</b></p> <ul style="list-style-type: none"> <li>Broomfield and Kingswood Risk Assessment</li> <li>Potential reinstatement of the Staff Committee</li> <li>Play Area and Sports Field Signage</li> <li>Feedback on the Bus Consultation Drop-in Event</li> <li>Delegated powers for Committees</li> </ul>	<b>Clerk</b>
290	<p><b>Parish Council Meetings</b></p> <p><b>The next Meeting of the Parish Council will be on Monday 18 February 2019 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.00pm.</b></p> <p>There was no further business, Cllr Davies closed the meeting at 20:40</p> <p style="text-align: right;">Signed _____</p>	